

**DELAWARE DIVISION OF FISH AND WILDLIFE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL**

**This is a Kent Conservation District position assigned
to the Delaware Division of Fish and Wildlife.**

JOB DESCRIPTION

POSITION TITLE: Habitat Restoration Project Manager (Delaware Bayshore)

APPLICATION DEADLINE: November 22, 2013

STARTING SALARY: \$44,094.00 – \$ 50,485.00 + benefits

OFFICE LOCATION: Kent County, Delaware

HOW TO APPLY: Send your Kent Conservation District job application, resume, cover letter and three references to: Delaware Division of Fish and Wildlife, ATTN: Karen Kennedy, 89 Kings Highway, Dover, Delaware 19901 or Karen.Kennedy@state.de.us. Please include the Position Title in subject line of email and on the cover letter. Kent Conservation District job applications and this posting are available at: <http://www.dnrec.delaware.gov/fw/Pages/Employment.aspx>.

This position is a regular, full-time position funded for two years with longer-term funding anticipated but not guaranteed.

BACKGROUND: The Delaware Bayshore is widely recognized as an area of outstanding national, hemispheric, and global ecological significance. Today more than half of the Bayshore region extending from the City of New Castle to Cape Henlopen State Park is protected as national wildlife refuges, state wildlife areas, parks and reserves, farmland preserves, and private conservation lands. Recently, the Delaware Bayshore was recognized by the U.S. Department of Interior as a keystone conservation and outdoor recreation project area under President Obama's *Americas Great Outdoors* program. The ***Delaware Bayshore Initiative*** builds upon the legacy of visionary conservationists that acted to protect this area more than 50 years ago. The Initiative is protecting and restoring habitat, enhancing recreation and education opportunities that foster support for conservation, and working to involve Bayshore residents in ways that will help strengthen their communities. The Bayshore Initiative is being coordinated by the Delaware Division of Fish and Wildlife on behalf of Delaware's Department of Natural Resources and Environmental Control.

DUTIES: The Habitat Restoration Project Manager plans, designs, implements and coordinates wetland, upland and aquatic habitat restoration projects within the Delaware Bayshore area, primarily on state wildlife area lands, in coordination with an administrative supervisor, Fish and Wildlife Regional Managers and Conservation Technician Managers. The position reports to the Wildlife Section Habitat Conservation & Management Program Manager II. Standard

37.5 hour work week and business hours are expected, but may require early and late hours, in-state and out-of-state travel, including overnight travel, and occasional weekend work. Specific responsibilities include the following:

- Coordinates with the Delaware Bayshore Habitat Team to identify immediate restoration priorities on the ground, as well as research and planning priorities needed to guide the location and scope of future restoration projects.
- Manages all aspects of assigned restoration projects from planning and design to implementation and evaluation.
- Advertises, selects and supervises contractors hired to perform restoration work, research or planning, and ensures successful contractor performance.
- Ensures project compliance with all applicable laws, regulations and grant conditions.
- Prepares and submits wetland and other permit applications and ensures compliance with permit conditions.
- Prepares and submits grants, including compliance documentation, and identifies and recruits project partners.
- Participates in interagency coordination and manages interagency and partnership agreements.
- Conducts project site evaluations in coordination with Division staff and other partners.
- Maintains current project digital and paper files, including project databases and GIS.
- Prepares updates on project status, including interim and final grant reports.
- Provides information to support budget and Bayshore Initiative development.
- Promotes restoration projects via traditional and social media, brochures, videos and event displays.
- Participates in volunteer training and other outreach and education activities and events.
- Represent the Initiative in public forums and presents at professional workshops and conferences.

MINIMUM QUALIFICATIONS:

1. Possession of a Master's degree or higher in an environmentally related scientific discipline or Bachelor's degree or higher in an environmentally related scientific discipline and current applicable professional certification.
2. Three years of professional experience in natural resources project management which includes planning, developing, implementing, managing and evaluating habitat restoration projects to ensure objectives are met.

3. Three years of professional experience in analyzing and evaluating scientific data.
4. Three years of professional experience in interpreting environmental laws, rules, regulations, standards, policies and procedures.
5. Valid driver's license and willingness and ability to travel extensively throughout the state and on occasional out-of-state and overnight trips.

PREFERRED QUALIFICATIONS:

1. Extensive (more than three years) professional habitat restoration experience, including coastal wetlands, shoreline, forest, and early successional habitat and invasive species management.
2. Education and experience in wildlife habitat evaluation, hydrology, wetland functional assessment, and ability to identify wetland and upland habitat stressors and potential restoration treatments.
3. Extensive (more than three years) restoration project management experience, including developing project plans, coordinating project teams, preparing budgets, developing public support, preparing scopes of work, managing consultant contracts, obtaining funding through grants and other sources, complying with regulations, coordinating interagency activities, managing construction, and facilitating public outreach & education.
4. Experience with contract procurement procedures and contract management.
5. Experience interpreting, reviewing, and commenting on hydrologic calculations and models, and engineering site plans and specifications, including elements such as elevations and datums, resource delineations, dewatering, erosion controls, construction staging and sequencing, and overall best management practices.
6. Environmental planning experience, including collection, synthesis and evaluation of planning data such as historic maps and remotely sensed imagery and LiDAR data.
7. Diverse and competent computer skills with an emphasis on data management and use of GIS software (ArcMap 9.x) as well as GPS hardware and software.
8. Ability to work effectively in a collaborative team environment on multiple tasks with varying deadlines.
9. Ability to work independently and with self-initiative, while seeking input as needed.
10. Excellent written and verbal communication skills. Must be a team player with strong interpersonal skills and a proven ability to motivate and persuade others.

The Kent Conservation District is an Equal Opportunity Employer.